

**SAN BERNARDINO REGIONAL EMERGENCY TRAINING CENTER  
JOINT POWERS AUTHORITY**

**November 6, 2024 @ 1:30 pm  
Administrative Offices of the  
Emergency Training Center Joint Powers Authority – Conference Room  
2235 E. Perimeter Road, San Bernardino, California**

**REGULAR MEETING MINUTES**

1. **CALL TO ORDER:** Meeting was called to order at 1:30 p.m. by Stephanie Houston.  
**Roll Call: Quorum Present**  
Present: Stephanie Houston, President; Wen Mai, Treasurer; Dan Word, member; Jon Garber, member; Gary Jager, member.  
Absent: Kevin Horan, member; Chris Bowden, Secretary.  
Guest: Amanda Ward, Interim Associate Dean of Public Safety; Cristal Terredanio Program Administrator for SBRETC.
2. **PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS:**  
No public comment.
3. **ANNOUNCEMENT OF CLOSED SESSION**
  - A. **Public Comment on Closed Session Items** – No public comment.
  - B. **Government Code Section 54956.9(e)(1) or (d)(1): Conference with legal counsel- anticipated litigation.**
4. **RECONVENED PUBLIC MEETING @ 1:32 p.m.**
  - A. **Report of Actions Taken by the Commission in Closed Session**  
**Public Comment on Closed Session Items -no public comment**  
**Government Code Section 54956.9(e)(1) or (d)(1): Conference with legal counsel- anticipated litigation.**  
Reconvened and reported no action taken.
5. **ADMINISTRATIVE ACTION AGENDA**
  - A. **Approval of October 16, 2024 Meeting Minutes**  
Motion to approve October 16, 2024 minutes with amendments to correct Amanda's title to Interim Associate Dean of Public Safety. M/S/A Word/Jager.  
Vote was verbal and recorded:

Houston	Aye
Garber	Aye
Word	Aye
Mai	Aye
Jager	Aye
Nay-	None
  - B. **Acceptance of October 2024 Treasurer Report**  
**Treasurer Report: Wen Mai**
    - Actuals from 7/1/24 – 10/31/24
    - YTD Expenditures is \$222,932 (27% of budget vs target of 33%)
    - YTD Revenue is \$110,225 (15% of budget vs target of 33%)

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- Current expenditures exceed our revenue by \$112,708.
  - Cash Balance is \$996,812 (a decrease of \$713 over prior reporting period)
  - Total Account Receivables is \$55,805 (True A/R is \$6,375, \$49,430 is for future classes)
  - High usage categories are utilities, security services, Other professional services, Outside Legal Counsel, general household expenses.
- Motion to accept the Treasurer's report as presented. Motion approved. M/S/A Garber/Word. Vote was verbal and recorded:

Houston	Aye
Garber	Aye
Word	Aye
Mai	Aye
Jager	Aye
Nay-	None

**6. REPORTS**

**A. Administrative and Operations Reports – Handouts provided by Cristal Terredanio**

Terredanio discussed repairs and maintenance. Clark Pest Control conducted regular maintenance. Landscaping and janitorial services as scheduled. The elevator had its monthly service. The busy season is starting. Terredanio shared that she received a call from Oakland. They are looking to train with us in March of 2025. They also have some additional training they would like to add on, like EVOC training. Terredanio also shared McCurdy Sydney Airport called asking questions about training and are a potential new client. Next ARFF conference in Port Charlotte Florida on January 13-16, 2025, discussed. Jager approved for Ed Noble to attend the conference and Division 2 will be covering hotel and airfare. Comparative Data by Fiscal Year report reviewed for the month of October. Classes held 4. Students 45. Departments served 19. Chris Bowden is doing the final inspection on the rig now.

**B. Outside instructors Dan Word – No new information.**

**C. Business Plan – Stephanie Houston -Business plan has been scanned in, converted to a word document and has begun the editing process.**

**D. Updates**

- a. SBCCD update – An election just took place, and they have a new trustee on the board. Call for presenters for The Wellness Conference July 9-11, 2025.
- b. SBFD update – Recovering from fire season. Getting ready for the rainy season. Getting ready for the next round of testing in all ranks. Through the tower they will now be offering ARFF as a specialty.
- c. Airport update – No updates.

**E. Strategic Priorities – JPA Board**

- a. Strategy #2 - Develop a fixed asset plan, tactical step #2 Seek ProBoard certification – Chris Bowden – No updates.

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- b. Strategy #2 - Develop a fixed asset plan, tactical step #4 Monitor and Update lease – Kevin Horan - No updates.
- c. Strategy #5 – Build relationships and outreach, tactical step #1 Stakeholder outreach – No updates.
- d. Strategy #3 – Review and update the JPA agreement. – Stephanie Houston – No updates.

**7. ADJOURNMENT**

**Next Meeting December 4, 2024 @ 1:30**

Meeting adjourned by Stephanie Houston at 1:53 p.m.

Vote was verbal and recorded:

Houston	Aye
Garber	Aye
Word	Aye
Mai	Aye
Jager	Aye
Nay-	None

